



# VACANCY ANNOUNCEMENT

**The Department of Health has a career opportunity for qualified candidates for the following position:**

Title <b>Director - Communicable Disease Service [Senior Executive Service]</b>			Salary <b>TBD</b>
Posting Number <b>503-21</b>	Position Number <b>094957</b>	Number of Positions <b>1</b>	Posting Period * From: <b>09/28/2021</b> To: <b>10/31/2021</b>
Location: <b>Division of Epidemiology, Environmental and Occupational Health Communicable Disease Service 135 East State Street, 2nd Floor Trenton, NJ 08625</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>
<b>GENERAL DESCRIPTION</b>			
<p>Reports to the Assistant Commissioner; Administers and manages the Communicable Disease Service (CDS). This position is responsible for the overseeing all activities related to the Infectious and Zoonotic Disease Program, Vaccine Preventable (Immunization) Program, and the Regional Epidemiology Program. Directs staff on implementing all key activities within the three program areas. Establishes policies to ensure that Department procedures are being followed. Develops budgets and financial planning for the Service, including state and federal funding partners. Acts as the lead and/or Principal Investigator on multiple federal awards including the a Service Area's robust COVID 19 Pandemic portfolio, provides overarching direction/coordination to the Service Area's activities related to the Pandemic. Addresses the Service's mission and goals, relating to the current health issues in the State, targeted high-risk groups. Oversees a service wide communication network to disseminate accurate and consistent information to the public and healthcare providers regarding health-related issues in the State of New Jersey. Provides overall direction of CDS activities to ensure the Department's goals and objectives are met.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EDUCATION:</b> Graduation from and accredited college or university with a Bachelor's degree.</p> <p><b>EXPERIENCE:</b> Five (5) years of experience in the administration and management of a program to develop and implement policy in a public or private organization.</p> <p><b>NOTE:</b> Applicants who do not possess the required education may substitute experience as indicated on a year for year basis.</p> <p><b>LICENSE:</b> Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> <li>• Forward the required documents electronically to: <b><i>PSTEEOH@doh.nj.gov</i></b></li> <li>• Mail the required documents to: <b>Steven Bors, Executive Assistant 4 Epid., Environmental and Occupational Health Reference Posting #503-21 New Jersey Department of Health PO Box 369 Trenton, NJ 08625-0369</b></li> </ul>			
		<p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>• cover letter</li> <li>• resume</li> <li>• completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li> </ul> <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>	

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
  - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
  - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
  - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
  - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
  - **The New Jersey Department of Health is an Equal Opportunity Employer.**
  - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*